

**Milford Water/Wastewater Commissioners’
Meeting Minutes
November 8, 2016**

Present: Robert E. Courage, Chairman
Michael E. Putnam, Vice-Chairman
Dale A. White, Commissioner
David Boucher, Director
Evelyn Gendron, Recording Secretary
Amy Concannon, Videographer

Call to Order

Chairman Courage called the meeting to order at 6:02 p.m.

RSA 91-A:3, II(c) Reputation and **RSA 91-A:3, II(d) Land** Upon motion by Commissioner White at 6:02 p.m. to enter into non-public session for “reputation” and “land” purposes, seconded by Vice-Chairman Putnam, the motion unanimously passed 3/0. Upon motion by Commissioner White, seconded by Commissioner Courage, to exit the non-public session at 6:39 p.m. and return to the public meeting session, the motion unanimously passed 3/0. Upon motion at 6:40 p.m. by Vice-Chairman Putnam, seconded by Commissioner White, it was unanimously decided 3/0 to seal the non-public meeting minutes. One decision was made while in non-public session.

Press and Public Comments – None

Decisions/Approvals

Approval of Minutes – Upon motion made by Vice-Chairman Putnam at 6:45 p.m. and seconded by Commissioner White, it was unanimously voted 3/0 to approve the minutes of the October 25, 2016 commissioners’ meeting as presented.

Water Users Fee/Tax Collector’s Warrant – The three commissioners signed the Tax Collector’s Warrant for collection of taxes in the matter of water users fees for the October 2016 Bill Commitment 161031 in the amount of \$133,020.41 and for the October 2016 Final Bills issued in the amount of \$6,992.99.

Sewer Users Fee/Tax Collector’s Warrant – The three commissioners signed the Tax Collector’s Warrant for collection of taxes in the matter of sewer users fees for the October 2016 Bill Commitment 161031 in the amount of \$161,288.47 and for the October 2016 Final Bills issued in the amount of \$1,199.45.

Certificate of Substantial Completion – UV Disinfection Upgrade/Penta Corporation – It was unanimously decided 3/0 to table this matter until the November 22nd meeting, when additional information will be in hand, via the motion made by Vice-Chairman Putnam at 6:50 p.m., seconded by Commissioner White.

Sewer Abatement Request: Broken Cellar Pipe – 230 South Street – A broken cellar pipe caused a sizable leak in a dirt basement. The property owner requested a sewer abatement since water did not enter the sanitary sewer system, calculated as amounting to 8,150 cubic feet. Possessing text messages, photographs, billing history, and being assured the necessary pipe repairs have been completed, Director Boucher recommended abatement approval. Upon motion by Commissioner White, seconded by Chairman Courage, this sewer abatement request in the amount of \$448.25 was unanimously approved 3/0 as presented.

Sewer Abatement Request: Pool Fill Credit – 47 David Drive – Vice-Chairman Putnam motioned to approve this sewer abatement request in the amount of \$49.28 for a pool fill credit, the volume was calculated as 1,120 cubic feet of water that did not enter the sanitary sewer system. The customer did not receive credit during the August billing cycle. Chairman Courage seconded the motion. All voted in favor. Motion unanimously passed 3/0.

Sewer Abatement Request: Lawn Care – 26 Prospect Street – Upon motion by Commissioner White, seconded by Vice-Chairman Putnam, it was unanimously decided 3/0 to approve this sewer abatement request in the amount of \$180.95 on a one-time basis for the purpose of lawn care. The water volume being abated was calculated as 3,290 cubic feet of water that did not enter the sanitary sewer system.

Discussion/Information Items

Ultra-Violet Disinfection Project Update – Underwood Engineers is reviewing the substantial completion certification details, expected to be available for BOC signature during the November 22nd meeting. Mr. Boucher is reviewing the draft Change Order #2. The ultra-violet disinfection system lighting has been operating according to disinfection standards. Open punch list items include:

- after concrete has been poured, the manufacturer of the Parshall Flume fiberglass channel structure will be on-site visit in order to inspect/verify the channel surface has not been compromised
- testing the new main pump station generator plug
- assorted, small maintenance/housekeeping tasks.

Water Rate Study & 10 Year Plan – Bid Package Update – Director Boucher distributed and explained updated RFP scope of services, water rate analysis sections A – H, and the proposed due dates:

- December 12, 3:00 p.m. = bid proposal receipt deadline to Director, Water Utilities Department
- December 20, 6:00 p.m. = Director/BOC comprehensive bid package review/project award
- January 2, 2017 = project start date, beginning with a focus on capital improvement 10-year master plan sections, then the Water Rate Study
- April 28, 2017 = Water Rate Study & Ten Year Planning project completion date

The Capital Improvement Master Plan work will be the primary focus. Without a motion, it was mutually agreed that new, sizable water department capital reserve projects would not be undertaken until the RFP results have been received and reviewed. Upon motion by Vice-Chairman Putnam, seconded by Commissioner White, it was unanimously decided 3/0 to authorize Director Boucher to distribute the prepared Water Rate Study & Ten Year Plan RFP details to four NH engineering firms well known by the NH DES: Wright-Pierce, Stantec, Underwood Engineers, and Weston & Sampson.

Water Levels Update – Static & Recharge Numbers Update – Mr. Boucher noted:

- current water demand is down
- the static water level has increased somewhat
- the January 2016 Souhegan River water level was higher than the November 2016 to-date level
- November 2015 and November 2016 levels will be compared
- Pennichuck pumps have been/will be utilized eight hours daily until Milford hydrant flushing is complete
- the static water level is not expected to increase significantly anytime soon

2017 Water Utilities Budget—Capital Expense Items-Update – Director Boucher explained the budget expenditures for 2016 are on target. Commissioners' 2017 budget inquiries were addressed. The MPS valve replacement capital expense has been moved to the water and wastewater budgets, as well as the water department line item for nine radio/antennas. Additional Esteem radio price quotes have been requested. The approximately \$100,000 budgeted as a Capital Reserve interior/exterior water storage tank work, a portion to be completed by in-house staff, is in accordance with prior budgeted/completed work performed at the Mayflower water storage tank circa 2005. Sewer items discussed included the truck mounted sewer flusher, which had not been included in the 10 year sewer rate study previously completed by Underwood Engineers. Chairman Courage suggested the \$208,000 sewer flusher be purchased with Sewer Capital Reserve funds, which reflected a balance of \$491,000 as of September 30, 2016, as the current sewer rate structure was not designed to accommodate such a sewer flusher purchase. Following discussion, Vice-Chairman Putnam motioned at 7:10 p.m. to earmark \$208,000 of Sewer Capital Reserve funds toward the purchase of a truck mounted sewer flusher, seconded by Commissioner White. Motion unanimously passed 3/0. Mr. Courage requested sealed bids be solicited after the distribution of equal specifications are prepared, and encouraged vehicle demonstration be included. Mr. Boucher has identified two companies to date. The Collection System Foreman recently requested a quote. Mr. Putnam suggested multiple companies demonstrate vehicles with similar rugged, specified options.

Mr. Boucher listed the payment schedules remaining for several previously bonded water and sewer projects. Mr. Putnam inquired of the potential savings if some long term sewer projects were paid early to avoid paying interest on the loans. Mr. Boucher explained some rates are prescheduled to increase. Mr. Boucher agreed to meet with Mr. Jack Sheehy, Finance Director, to determine potential, substantial water and sewer project loan savings without diminishing cash flow.

Underwood Engineers had been selected to prepare the 10 year sewer plan. Mr. Courage pointed out that Water Utilities would obtain the best 10 year water plan pricing through competitive engineering bids. Mr. Boucher will obtain Phase 1 Design Engineering details from Underwood Engineering. Attention will be paid to the generator being specified. Mr. Boucher will prepare information for the next commissioners' meeting so that an engineering firm may be selected.

Mr. Putnam inquired whether income from the septage receiving facility is covering the septage building bond expense. Commissioner White asked that this question be answered during the next meeting.

The South Street water main extension projects were discussed. The King Street water main replacement project will be delayed until after the water study is complete.

Activities Report – Reviewed by the commissioners without questions.

Adjournment: At 7:30 p.m. Commissioner White made the motion to adjourn the meeting, seconded by Vice-Chairman Putnam. All voted in favor.

Future Appointments/Meetings: **Tuesday, November 22, 2016 at 6:00 p.m.** held at the Water Utilities Department, 564 Nashua Street.

Robert E. Courage, Chairman

Date

Michael E. Putnam, Vice-Chairman

Date

Dale A. White, Commissioner

Date